

## 297 - REPROGRAPHICS INTERNAL SERVICE FUND

### Operational Summary

#### Description:

Support County agencies and operations by providing printing and publishing services.

#### At a Glance:

Total FY 2003-2004 Actual Expenditure + Encumbrance:	3,721,936
Total Final FY 2004-2005 Budget:	5,271,530
Percent of County General Fund:	N/A
Total Employees:	27.00

#### Strategic Goals:

- Provide essential services within existing resources. Improve customer service through utilization of new technology, better training, effective project management and incorporation of best practices.

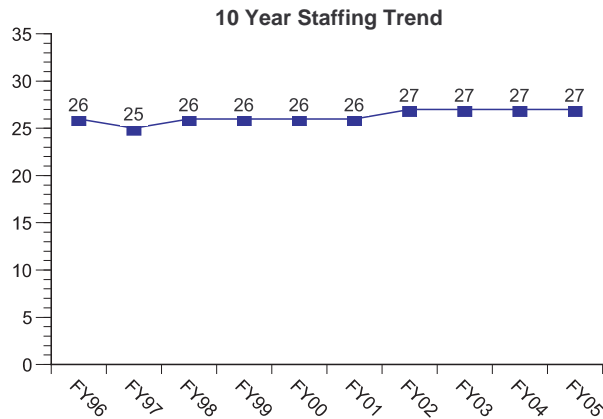
#### Key Outcome Indicators:

Performance Measure	2003 Business Plan Results	2004 Business Plan Target	How are we doing?
<b>CUSTOMER SATISFACTION FOR REPRODUCTION SERVICES.</b> <b>What:</b> Services for design & layout, printing, photocopying & bindery. <b>Why:</b> Meet the printing requirements of our customers in an efficient cost-effective, and timely manner.	Completed and delivered 100% of the jobs on time.	Complete and deliver 97% of printing requests on time.	On target, completing and meeting printing deadlines requested by our customers.
<b>EFFICIENCY OF PUBLISHING SERVICES TO COUNTY AGENCIES AND OPERATIONS.</b> <b>What:</b> Jobs complete and deliver on time for publishing services. <b>Why:</b> Meet the printing requirements of our customers in an efficient cost-effective, and timely manner	Completed and delivered 100% of the jobs on time.	Complete and deliver 97% of printing requests on time.	On target, completing and meeting printing deadlines requested by our customers.

#### FY 2003-2004 Key Project Accomplishments:

- Purchase a high-volume folder/book binder/tab maker.
- Upgrade the job entry/tracking system.
- Relocate equipment to improve production flow.
- Install warehouse security alarm system.

### Ten Year Staffing Trend:



### Ten Year Staffing Trend Highlights:

- Staffing has remained stable over the prior 10 years, currently at 27 positions.

### Budget Summary

### Final Budget and History:

Sources and Uses	FY 2002-2003 Actual Exp/Rev	FY 2003-2004 Budget As of 6/30/04	FY 2003-2004 Actual Exp/Rev <sup>(1)</sup> At 6/30/04	FY 2004-2005 Final Budget	Change from FY 2003-2004 Actual	
					Amount	Percent
Total Positions	-	27	27	27	0	0.00
Total Revenues	4,608,281	5,328,808	4,521,972	5,281,530	759,558	16.80
Total Requirements	3,909,992	4,705,825	3,762,945	5,281,530	1,518,585	40.36
Net County Cost	698,289	622,983	759,027	0	(759,027)	-100.00

(1) Amounts include prior year expenditures and exclude current year encumbrances. Therefore, the totals listed above may not match Total FY 2003-04 Actual Expenditure + Encumbrance included in the "At a Glance" section.

Detailed budget by expense category and by activity is presented for agency: Reprographics Internal Service Fund in the Appendix on page 628.

## 297 - REPROGRAPHICS INTERNAL SERVICE FUND

### Operation of Internal Service Fund 297 Operational Statement for the Fiscal Year 2004 - 2005

Operating Detail (1)		2002-2003 Actual (2)	2003-2004 Actual (3)	2004 - 2005 Proposed Budget (4)	2004 - 2005 Final Budget (5)
<b>Operating Income</b>					
7590	Other Charges For Services	3,533,067	3,531,904	4,300,000	4,300,000
<b>Total Operating Income</b>		3,533,067	3,531,904	4,300,000	4,300,000
<b>Operating Expense</b>					
Salaries & Benefits					
0100	Salaries And Wages	52,869	5,698	0	0
0101	Regular Salaries	1,132,165	1,133,727	1,160,941	1,160,941
0103	Overtime	3,004	3,737	16,970	16,970
0104	Annual Leave Payoffs	1,944	9,053	13,500	13,500
0105	Vacation Payoff	10,861	0	0	0
0106	Sick Leave Payoff	7,811	0	0	0
0110	Performance Incentive Pay	16,958	14,223	0	0
0111	Other Pay	8,110	10,805	10,500	10,500
0200	Retirement	67,438	108,070	143,260	143,260
0301	Unemployment Insurance	1,581	1,819	1,715	1,715
0305	Salary Continuance Insurance	411	442	404	404
0306	Health Insurance	164,827	201,640	223,308	223,308
0308	Dental Insurance	915	964	912	912
0309	Life Insurance	148	156	132	132
0310	Accidental Death And Dismemberment Insurance	29	29	24	24
0319	Other Insurance	14,580	14,582	14,880	14,880
0352	Workers Compensation - General	44,964	43,464	52,153	52,153
0401	Medicare	15,711	16,473	16,176	16,176
<b>Total Salaries &amp; Benefits</b>		1,544,325	1,564,882	1,654,875	1,654,875
Services & Supplies					
0600	Clothing And Personal Supplies	0	3,835	4,500	4,500
0700	Communications	321	373	0	0
0701	Telephone/Telegraph - Interfund Transfer	9,853	9,599	10,500	10,500
1000	Household Expense	9,898	11,263	14,000	14,000
1001	Household Expense - Trash	2,338	425	0	0
1100	Insurance	5,316	7,843	9,397	9,397
1300	Maintenance - Equipment	73,276	68,212	142,000	142,000
1400	Maintenance - Buildings And Improvements	14,292	14,967	22,500	22,500
1402	Minor Alterations And Improvements	9,517	9,049	0	0
1500	Medical, Dental And Laboratory Supplies	12	0	0	0

## Operation of Internal Service Fund 297 Operational Statement for the Fiscal Year 2004 - 2005 (Continued)

Operating Detail (1)		2002-2003 Actual (2)	2003-2004 Actual (3)	2004 - 2005 Proposed Budget (4)	2004 - 2005 Final Budget (5)
1700	Miscellaneous Expense	(11,148)	(39,612)	26,069	26,069
1800	Office Expense	832,134	761,132	989,000	989,000
1803	Postage	0	2	20	20
1806	Printing Costs - Outside Vendors	22,727	628	20,000	20,000
1809	Minor Office Equipment To Be Controlled	4,738	9,940	13,700	13,700
1900	Professional And Specialized Services	306,583	212,624	448,350	448,350
1901	Data Processing Services	114	108	0	0
1908	Temporary Help	0	4,060	15,000	15,000
1911	CWCAP Charges	101,426	92,401	115,000	115,000
2100	Rents And Leases - Equipment	793,162	845,777	928,000	928,000
2300	Small Tools And Instruments	188	649	400	400
2400	Special Departmental Expense	650	1,898	3,500	3,500
2405	Optional Benefit Plan	2,525	3,000	2,496	2,496
2600	Transportation And Travel - General	2	31	0	0
2601	Private Auto Mileage	54	0	400	400
2602	Garage Expense	18,048	7,753	16,000	16,000
2700	Transportation And Travel - Meetings/Conferences	8	0	0	0
2800	Utilities	0	0	38,000	38,000
2801	Utilities - Purchased Electricity	30,558	3,421	0	0
2802	Utilities - Purchased Gas	1,848	625	0	0
2803	Utilities - Purchased Water	599	99	0	0
Total Services & Supplies		2,229,040	2,030,102	2,818,832	2,818,832
Fixed Assets					
4000	Equipment	0	0	50,000	50,000
Total Fixed Assets		0	0	50,000	50,000
Miscellaneous					
5300	Depreciation	57,675	60,811	60,000	60,000
Total Miscellaneous		57,675	60,811	60,000	60,000
<b>Total Operating Expenses</b>		3,831,039	3,655,795	4,583,707	4,583,707
<b>Total Operating Income (Loss) *</b>		(297,972)	(123,891)	(283,707)	(283,707)
Non-Operating Revenue					
6610	Interest	17,644	16,851	20,000	20,000
7661	Other Sales - Taxable	239,493	255,531	265,007	265,007
7664	Other Sales - Non-Taxable - Intra-County	30,000	0	0	0
7670	Miscellaneous Revenue	7,354	8,997	0	0
<b>Total Non-Operating Revenue</b>		294,491	281,379	285,007	285,007
Non-Operating Expenses					

## Operation of Internal Service Fund 297

### Operational Statement for the Fiscal Year 2004 - 2005 (Continued)

Operating Detail (1)		2002-2003 Actual (2)	2003-2004 Actual (3)	2004 - 2005 Proposed Budget (4)	2004 - 2005 Final Budget (5)
1912	Investment Administrative Fees	1,200	1,433	1,300	1,300
5400	Loss Or Gain On Disposition Of Assets	4,547	6,891	0	0
<b>Total Non-Operating Expenses</b>		5,747	8,324	1,300	1,300
<b>Net Non-Operating Income (Loss)</b>		288,744	273,055	283,707	283,707
<b>Income (Loss) Before Contributions &amp; Transfers **</b>		(9,229)	149,164	0	0

#### Fixed Asset Expenditures

4000	Equipment				
	Replacement ***	122,250	35,496	50,000	50,000
<b>Total Fixed Asset Expenditures</b>		122,250	35,496	50,000	50,000

#### Statement Of Changes In Net Assets - Unrestricted

Income (Loss) Before Contributions & Transfers		(9,229)	149,164	0	0
Changes To Reserves - Encumbrance - (Inc.)/Dec.		44,522	(24,755)	0	0
Changes To Reserves - Net Assets - Reserved (Inc.)/Dec.		(13,177)	(98,827)	(696,523)	(696,523)
Changes To Reserves - Net Assets, Invested In Capital Assets, Net Of Related Debt - (Inc.)/Dec.		(60,028)	35,156	10,000	10,000
Increase (Decrease) In Net Assets - Unrestricted		(37,912)	60,738	(686,523)	(686,523)
Net Assets - Unrestricted - Beginning Of Year		736,201	698,289	686,523	686,523
Net Assets - Unrestricted - End Of Year		698,289	759,027	0	0

\* Note - Net Operating Loss Is Overstated In The FY 2004-05 Proposed And Approved Budget Columns Due To Budgeted Fixed Asset Expenditures That Will Be Capitalized At Year-End.

\*\* Note - Income Before Contributions & Transfers Is Understated In The FY 2004-05 Proposed And Approved Budget Columns Due To Budgeted Fixed Asset Expenditures That Will Be Capitalized At Year-End.

\*\*\* Note - Replacement Equipment Is Financed By Funds Generated Through Depreciation Expense And/Or Net Assets - Unrestricted Carried Forward From Prior Years.